

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **CENTRAL ASSESSMENT COORDINATOR**

Jurisdictional Class: **Competitive**
Date Adopted: **March 23, 1989**
Date Revised: **8/1/00 (Spec. Req.); 3/14/01**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **15**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the development, implementation and operation of the Central Assessment Unit by the major county human service departments. This unit is to coordinate and provide case management services to the adult population of Schoharie County. This program provides the adult population with a wide range of services. Assures that clients receive appropriate care and services, with the goals of enabling them to remain in the least restrictive safe environment and to preserve financial independence. Supervises and coordinates delivery of services with other county human service agencies. The Central Assessment Coordinator has wide leeway in the operation of overall program. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees and facilitates intake of new cases, evaluates and assesses the patient/client and problems coming to unit;
Conducts studies and develops trends to facilitate the delivery of community based services and the development of more effective service delivery;
Plans with community agencies to facilitate a more focused entry to the delivery systems;
Interprets federal, state and local policies and procedures as they relate to the operation of the unit;
Coordinates with all agencies involved with supporting the Central Assessment Unit;
Maintains information on community services and health resources which can be utilized during the client's care and subsequent to his/her discharge.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the practices and procedures of social work; good knowledge of modern principles of management; good knowledge of public information and relations techniques; the ability to organize work effectively; the ability to interpret federal, state and local laws relating to human services; the ability to prepare reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in human services, behavioral science, or a health related field **AND** one (1) year of experience in home health care or social work or a **CLOSELY RELATED FIELD**; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree with at least thirty (30) credit hours in human services or behavioral science **AND** three (3) years of experience as defined in (b); **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (a) and (b).

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NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires frequent travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.